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Support for AppleWorks and ///EZ Pieces Users

Anticipating the Future

Quality Computer's purchase of AppleWorks and AppleWorks GS is exciting news for the AppleWorks community. The deal between Quality and Claris Corporation puts these programs in the hands of a company dedicated to supporting the Apple II platform.

AppleWorks will be an important product for Quality, where it is already getting more attention than it received from Claris, which always emphasized its Macintosh products.

But buying AppleWorks is a big risk for Quality. Between the purchase price for AppleWorks and the development costs of AppleWorks 4.0, the company is making a significant investment in the Apple II platform. We applaud Quality for making these investments and for doing the hard work that is going into AppleWorks 4.0. And we look forward to using all the powerful and convenient features that Randy Brandt and Dan Verkade are adding to our favorite program.

As this issue goes to press, AppleWorks 4.0 is scheduled to ship on October 1, and we hope Randy and Dan make this deadline. But we urge Quality and AppleWorks users to be patient with the development of the product. We need AppleWorks 4.0 to be as robust as it is feature-rich. If Quality gives us the stable product we expect, it should get the well-deserved support of the AppleWorks community. But the debugging process takes time; we must be patient with the company if we want to receive a robust product.

NAUG is preparing a comprehensive review of AppleWorks 4.0 that will appear about two months after its release by Quality.

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. NAUG provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through our newsletter entitled the **AppleWorks Forum**.

An AppleWorks 4.0 Dilemma

Dear NAUG,

As an avid AppleWorks user, the announcement of AppleWorks 4.0 brings joy to my heart. I am excited about the features that this upgrade brings to AppleWorks, and I will certainly buy and use it.

However, as a teacher, I have two concerns, both of which relate to the new file structures required by AppleWorks 4.0.

First, I am concerned that files created with AppleWorks 4.0 will not be readable by Publish It!, AppleWorks GS, and other programs that can now import AppleWorks files. Many of us use these programs to produce attractive documents from our AppleWorks files.

Second, I understand that the new files will not be readable by earlier versions of AppleWorks. That will leave me creating files at home with one version of AppleWorks that I cannot use at my school where they are unlikely to upgrade to AppleWorks 4.0.

Of course, many will argue that work-arounds abound and that this is the same thing that happened when we progressed from AppleWorks 2.1 to AppleWorks 3.0; that this is the price we must pay for advancement.

In a different time, I would agree. If the Apple II was strong, schools could justify buying new Apple II software. But now things are different. It will be hard for schools to buy new software for their old Apple IIs. And teachers like myself risk

AppleWorks Forum

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Letters to NAUG...

having to work with two different versions of AppleWorks.

I ask the developers of AppleWorks 4.0 to do two things to make this transition easier.

First, AppleWorks 4.0 users should be able to save their output in AppleWorks 3.0 format files.

Second, they should immediately release the new AppleWorks 4.0 file formats. That will let developers create add-ons like Change-A-File, Resurrection, and RepairWorks so users can convert and recover damaged files.

The release of AppleWorks 4.0 makes this an exciting time for the AppleWorks community. But many AppleWorks users will not buy the upgrade, and I am concerned about the effect of that division on the AppleWorks community.

I am afraid this will not be a smooth transition.

James Owens, Jr.
Chicago, Illinois

[Randy Brandt replies: I can appreciate Mr. Owens' concerns, but the transition to AppleWorks 4.0 will be easier than Mr. Owens expects.]

For starters, AppleWorks 3.0 and 4.0 word processor files share the same structure, so Publish It!, AppleWorks GS, and other programs will be able to read AppleWorks 4.0 files directly.

The spreadsheet files also share the same structure, although the new 4.0 functions and formatting features will not work when you load a version 4.0 file into AppleWorks 3.0. As long as you use AppleWorks 3.0's features, you can trade spreadsheet files back and forth with no problems.

Only the data base had to change substantially. Even so, there is a simple solution that lets you transfer data base information between the two versions of AppleWorks. Follow these steps:

- 1. Create an AppleWorks 4.0 data base file that matches your existing AppleWorks 3.0 file.*
- 2. "Print" the data from your AppleWorks 3.0 file into a text file.*
- 3. Use that text file to create a new data base file in AppleWorks 4.0.*

- 4. Copy the contents of the new file to the clipboard and move it into the file you created in step #1. (Move the data from the clipboard; do not copy it. Moved data follows the structure of the original data base file. Copied data follow the structure of the layout or report used to store the data on the clipboard.)*

This is a two-way process. Once you create matching AppleWorks 3.0 and 4.0 files, you can use text files to transfer your data back and forth between the programs. This process lets you use your existing category names, report formats, and layouts.

To maintain compatibility, you must work within the limits of AppleWorks 3.0. But if you have DoubleData, you can create up to 60 categories in both files. If you own TotalControl, you can establish similar formulas in both versions of AppleWorks.

Finally, you can develop export and import macros that transfer your data with one or two keystrokes.

Quality Computers acquired AppleWorks GS along with the classic version of AppleWorks, so we will be able to provide an AppleWorks GS update capable of reading all AppleWorks 4.0 files directly. We will also make the file formats public as Mr. Owens requested, and we expect authors of third-party programs to support AppleWorks 4.0 with updated versions of their software.

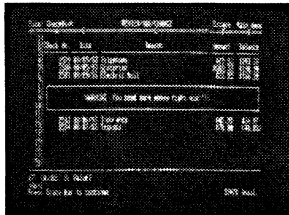
We believe this will be a smooth transition. We invested time and money because we think dedicated Apple II users will buy AppleWorks 4.0. Every copy purchased is a vote for Quality Computers to remain committed to the Apple II. Every user staying with AppleWorks 3.0 is voting for us to stop supporting the Apple II. We'd prefer to forge ahead with new software, including an eventual AppleWorks 5.0 designed around requests from AppleWorks 4.0 purchasers.]

NAUG BBS

Congratulations to John Little of Glendale, Arizona, the 85,000th caller to the Electronic Forum, NAUG's AppleWorks Bulletin Board. Mr. Little won a one-year extension to his NAUG membership. Call the Electronic Forum for help with AppleWorks or to download templates, fonts, or utility programs. A free service of NAUG. (615) 359-8238.

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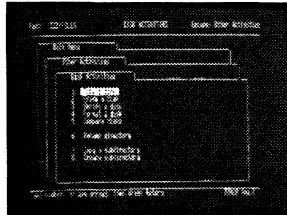
NEW IN THE SPREADSHEET

Create and edit your own pop-up Alert Dialog Boxes in your spreadsheets. Give yourself valuable warnings about errors in formulas or if your checkbook is out of balance.



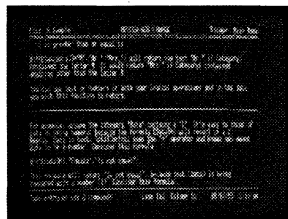
NEW IN THE DATA BASE

Build a Pop-Up Glossary in the Data Base of commonly used data, like state abbreviations, area codes, salutations, closings, and more.



NEW ON THE DESKTOP

The new Disk Activities, File Activities, and clipboard editing menu options give you more control over AppleWorks than ever before.



NEW IN THE WORD PROCESSOR

AppleWorks 4.0 gives you a split-screen function in the Word Processor, allowing you to view one part of your document and work on another. It's great for keeping your writing consistent!

OVER 100 NEW AND IMPROVED FEATURES INCLUDING:

DESKTOP

- Three desktops allow up to 36 files
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- Auto-Save feature saves files after a preset number of minutes
- High-resolution HP DeskJet printing
- QuickPath eases subdirectory navigation
- Mouse support
- Screen blanker saves your monitor

DATABASE

- Import selection rules from report formats
- Lightning-fast finds in sorted categories
- Formulas and calculated categories for smarter data
- Relational import/export capabilities link data base files
- Data masking feature makes data entry foolproof
- Word Processor window
- More categories and bigger capacity

WORD PROCESSOR

- Split-screen lets you view one part of a file while working elsewhere
- New Glossary allows easy entry of information from data bases
- Better mail-merge

SPREADSHEET

- Spreadsheet formulas can refer to cells in other spreadsheets
- Date math features make time-based calculations easy
- Pop-up list allows easy selection of functions
- New functions for error handling, date math, and string manipulation

ONE-TOUCH COMPUTING

Macros are a series of keystrokes and program instructions that you can "play back" by pressing one key. AppleWorks 4.0 comes with a powerful macro player that lets you use macros created with UltraMacros 4.3 (sold separately), giving you instant access to literally hundreds of new AppleWorks features created by AppleWorks users everywhere. We've included dozens of useful macros to get you started.

**ORDER NOW TO GET THE VIDEO
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Writing the Great American Novel with AppleWorks

by Roy F. Barrows and Cathleen Merritt

Computers make writing easier. But using a computer adds another level of complexity to your work. You must learn how to use your system and consider important computer-related questions about organizing your work.

Brief documents like letters, articles, and short stories pose few organizational problems. However, writing a book-length manuscript is another matter. You must plan every large project carefully because your decisions will affect the structure and even the content of your final product.

You face important questions, such as “Should you store the project as a single file on disk, or as multiple files?” “How should you number the pages so you can maintain continuity after editing?” and “How can you keep track of your drafts?”.

Planning your work is important. A large writing project is like a closet that you will fill slowly. As a prudent writer, you should provide yourself many carefully crafted hooks and shelves for your work. Later you will find it difficult to reorganize an already overstuffed “closet”.

Managing Your Files

Many of your decisions concern file management because working with large files is cumbersome. Even with the AppleWorks marker system, moving around a large file can be time consuming and confusing. We suggest that you consider dividing any project that needs more than about 70K of AppleWorks desktop into several smaller files.

Deciding how to divide your manuscript is easy if your document contains separate chapters. Just put each chapter in a different file with a filename that indicates its sequence in the project.

If possible, divide *all* your lengthy works, including continuous pieces, into “chapters”. That will help you organize your thoughts and keep track of your writing. If you do not want your final output in chapters, you can delete the working titles and headings when you print the document.

Naming Your Files

You will often create six or seven drafts of a document, and you should save your previous drafts; eventually, you will want to use one of those old versions of the document. Of course, keeping track of these revisions can be confusing. The trick is to use file names that remind you of the content, sequence, and revision number of each file.

“A large writing project is like a closet. You should provide yourself many carefully crafted hooks and shelves.”

Consider using Roman numerals for the chapter order and lower-case letters for each revision. For example, the file “Mania.IIc” contains the third draft (“c”) of the second chapter (“II”) of the document “Mania”. You can add Arabic numbers (as in “Mania.IIc3”) to track your minor revisions to the file.

Printing Long Documents

Printing a long document is easy if you store each chapter in a separate file. Just print the first chapter, note the ending page number, and insert a Page Number (PN) Command (on the Options Menu) to set the beginning page number for the next chapter.

Printing a large document that does not contain chapter breaks takes more thought because AppleWorks automatically inserts a New Page Command at the end of each file. That will generate some half-filled

Figure 1: Three Macros that Combine Chapters

These macros combine your files in a single document and delete the separate files from the desktop. Save all your files to disk before using these macros.

```
C:<all:                                { Macro to set variable $1 to "Master File".                                }
oa-Q:                                { Display the Desktop Index.                                }
msg ' Select the master file. ': { Display this message.                                }
input:rtn:                            { User selects the file; enter it.                                }
sa-ctrl-C                            { Call the macro that identifies a non-word processor file.                }
L = peek $c56:                        { Capture the number of characters in the filename.                }
$1 = screen 7,1,L:                    { Read the filename into variable $1.                                }
goto ba-C>!                           { Call the macro that combines the files.                                }

<ba-C>:<all:                            { Define the macro that combines the files.                                }
oa-Q:                                { Display the Desktop Index.                                }
msg ' Choose file you want to combine with the master file. ': { Display this message.                }
input:rtn:                            { User selects the file; enter it.                                }
sa-ctrl-C                            { Call the macro that checks for a non-word processor file.                }
zoom:                                { Hide the printer options.                                }
oa-1:                                { Go to the beginning of the file.                                }
oa-M:print "T":oa-9:rtn:                { Move the entire file to the clipboard.                                }
poke 3180, 0:                          { Poke the file "unchanged".                                }
oa-Q:esc:                              { Go to the Main Menu and...                                }
print "4":rtn:rtn:                      { ...remove the file from the desktop.                                }
$0 = $1:oa-Q:find:rtn:                  { Switch to the master file.                                }
oa-9:                                  { Put the cursor at the end of the file.                                }
msg ' Position cursor and press <rtn> ': { Display this message.                                }
input:                                { Wait for the user to position the cursor.                                }
oa-M:print "F":                          { Move the contents from the clipboard.                                }
msg ' Press <C> to continue, <Q> to quit ': { Display this message.                                }
begin:                                { Begin a loop that checks the next keystroke.                                }
x = key:                                { Set variable x equal to the keypress.                                }
if x = 81 or x = 113:                    { If the user pressed "Q" or "q"...                                }
msg "":stop:                            { ...clear the message and stop the macro.                                }
else:                                  { If the user did not press "Q" or "q"...                                }
if x = 67 or x = 99:                      { ...and if the user pressed "C" or "c"...                                }
goto ba-C:                              { ...re-start this macro and add another file to the master file.                }
else:rpt>!                              { Ignore all other keystrokes and repeat this loop.                                }

<sa-ctrl-C>:<asr:                        { Error trap subroutine for non-word processor files.                }
p = peek $0c6b:                          { Set variable p equal to file type number.                                }
ifnot p = 2:                              { If not a word processor file...                                }
bell:bell:                              { ...sound the bell...                                }
msg ' You must choose a word processor file. Press <rtn> ': { ...display this message...                                }
input: msg "":stop!                      { ...and stop all macro activity.                                }
```

pages in the middle of the document. Here are two work-arounds that overcome this problem.

Combine the Files

If you have enough memory, you can use the AppleWorks clipboard to copy the entire document

into one file. Follow these steps:

1. Load the first chapter onto the AppleWorks desktop. Press Apple-N and rename the file that contains the first part of the work. That preserves your work if you save the combined document.

Word Processor Tips...

Figure 2: Moving Text to Control Page Breaks

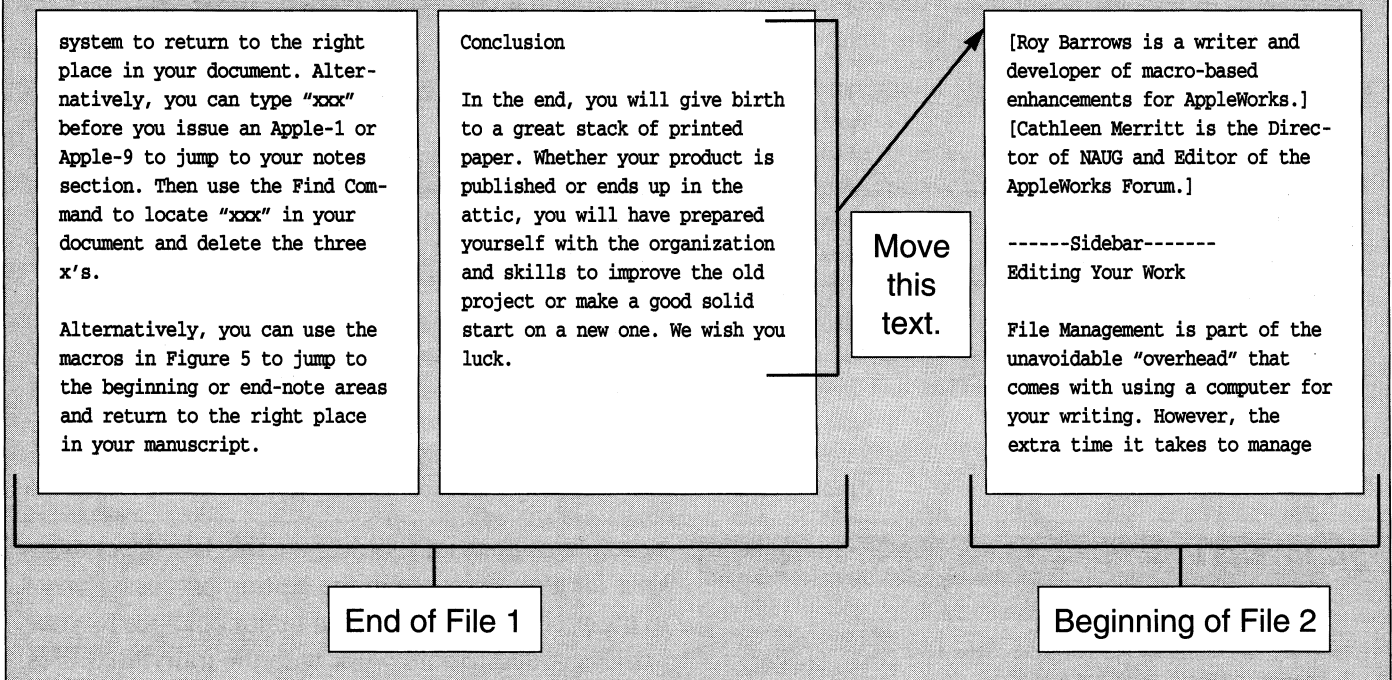
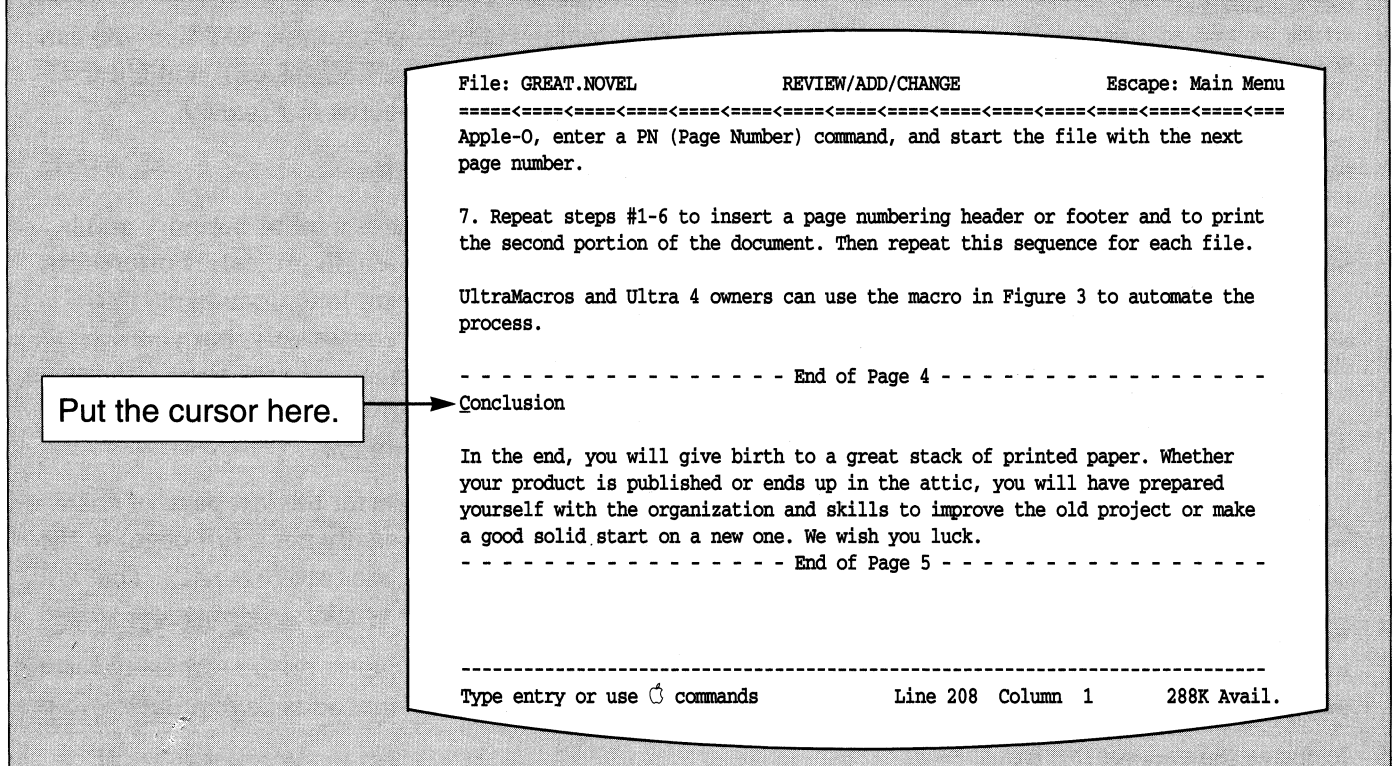


Figure 3: Moving the Last Page



2. Add a header or footer that numbers the printed pages. [Ed: Step-by-step directions for page numbering appear in the article entitled "How to Print Page Numbers" in the July and August 1987 issues of the **AppleWorks Forum** and in

the AppleWorks Handbook: Volume Two.

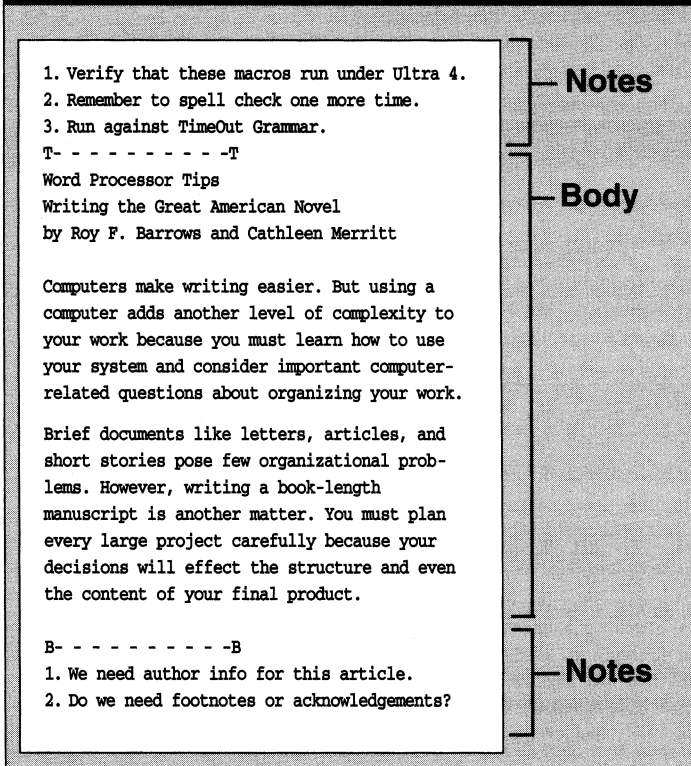
3. Load the second file onto the desktop, issue a Copy Command, and copy the entire file to the clipboard.

Figure 4: A Macro that Moves the Last Page

This macro moves the last page to the beginning of the next file in a chapter sequence. To be safe, save all your desktop files before running this macro.

```
M:<awp:                { Define a macro that moves the last page.                }
oa-K:rtn:              { Insert the page break markers.                }
oa-9:up:              { Move to the last line in the document.        }
p = peek $b4:p = p - 1: { Find the next to the last page number.                }
oa-F:print "P":print p:rtn:esc: { Move the cursor to the next to the last page.                }
oa-M:print "T":oa-9:rtn: { Move the last page to the clipboard.                }
oa-Q:                { Display the Desktop Index.                }
msg ' Last Page is on clipboard. Choose next file. ': { Display this message.                }
input:rtn:            { The user selects next file; enter it.                }
msg ' Position cursor for insertion and key <rtn>. ': { Display this message.                }
input:                { Wait for the user to press Return Key.                }
oa-M:print "F":        { Move the contents from the clipboard.                }
msg "">!              { Clear the message area and end macro.                }
```

Figure 5: Location of Notes Areas



4. Return to the original file, press Apple-9 to go to the end of the document, and copy the second segment of text from the clipboard.
5. Remove the second file from the desktop without saving your changes to the file.
6. Repeat steps #3-5 for each file, then print your work.

Whether or not you should save this file depends on how far along you are in the editing process. Early in the process you will make major changes to your document and should work with the individual files. Later, you might find it easier to save the combined file and make your final edits to that document.

Combining chapters is a routine task that you can automate with macros. UltraMacros and Ultra 4 owners can use the macros in *Figure 1*.

Printing Separate Files

Combining files requires a lot of memory and is not suitable for book-length projects. Fortunately, you can usually segment long documents into chapters that you print separately, but you will have to make some changes to the files. Otherwise, AppleWorks will insert unwanted page breaks in the middle of the document.

The trick is to first transfer the last page of each document (which is usually not a full page) to the beginning of the next file (see *Figure 2*). That will give you correct page breaks. Follow these steps:

1. Display the first chapter on the screen and insert a header or footer that adds page numbers to the document.
2. Press Apple-K and calculate the page breaks.
3. Move the last page of text to the clipboard as follows:

Figure 6: Macros that Jump to Notes Area

The macro <sa-B> jumps to the note area at the end ("bottom") of the document. If it does not find a note marker, it creates one. The macro <sa-T> creates and jumps to the note area at the beginning ("top") of the document. The macro <sa-R> returns the cursor to its position before you called either <sa-T> or <sa-B>.

```

B:<awp:                                { Macro that jumps to the "Bottom" notes area.                                }
insert:print "xxx":                    { Change to the insert cursor and mark the current cursor location.                }
oa-1:                                  { Go to the top of the file.                                                            }
oa-F:print "T":oa-Y:                   { Issue a Find Command and clear any previous entry.                                }
print "B-----B":rtn:                 { Tell "Find" to locate the bottom note marker.                                    }
$1 = "Not":                            { Store "Not" in variable $1.                                                            }
$2 = Screen 1,24,3:                   { See if AppleWorks displays "Not found".                                                }
if $2 = $1:                            { If the screen displays "Not found"...                                                }
esc:                                   { ...cancel the Find Command...                                                            }
oa-9:                                  { ...go to the end of the file...                                                            }
print "B-----B":rtn:                 { ...and create the note marker.                                                            }
else:esc:                              { If the marker is there, cancel the "Find"...                                            }
oa-9:                                  { ...jump to the end of the document to accept another note...                            }
>!                                    { ...and end the macro.                                                                }

T:<awp:                                { Macro that jumps to the "Top" notes area.                                }
zoom:                                  { Hide the printer options.                                                            }
insert:print "xxx":                    { Change to the insert cursor and mark the current cursor position.                }
oa-1:                                  { Go to the top of the file.                                                            }
oa-F:print "T":oa-Y:                   { Issue the Find Command and clear any previous entry.                                }
print "T-----T":rtn:                 { Tell "Find" to locate the top note marker.                                    }
$1 = "Not":                            { Store "Not" in variable $1.                                                            }
$2 = Screen 1,24,3:                   { See if AppleWorks displays "Not found".                                                }
if $2 = $1:                            { If the screen displays "Not found"...                                                }
esc:                                   { ...cancel the Find Command...                                                            }
oa-1:                                  { ...go to the beginning of the file...                                                            }
rtn:up:                                { ...make a space for the note marker...                                                }
print "T-----T":                    { ...create the note marker...                                                            }
oa-1:rtn:                              { ...insert a blank line above the note marker for the next note...                    }
up:                                    { ...and put the cursor in the blank line.                                                }
else:                                  { If the note marker is already there...                                                }
esc:                                   { ...cancel the Find Command...                                                            }
rtn:                                   { ...insert a blank line for the next note...                                            }
up>!                                   { ...put cursor in blank line and end macro.                                            }

R:<awp:                                { Macro that returns to original cursor position.                                }
oa-1:                                  { Go to the beginning of the file.                                                            }
oa-F:print "T":oa-Y:                   { Issue a Find Command and clear any previous entry.                                }
print "xxx":rtn:rtn:                  { Find "xxx" in the document.                                                            }
oa-D:right:right:rtn:>!               { Delete the x's and end the macro.                                                        }

```

A. Press Apple-9 to go to the end of the document.

B. Use the Up Arrow Key to put the cursor on the first character after the *next to the last* page break (see Figure 3).

C. Press Apple-M, "T", Apple-9, and the Return Key to move the last page of text to the clipboard.

4. Print the file. Then return to the Main Menu and remove the file from the desktop. Do not save your work.

Editing Your Work

File management is part of the unavoidable "overhead" that comes with using a computer for your writing. However, the extra time it takes to manage your files becomes worthwhile when you edit your document.

Here are some recommended procedures to follow when editing your work:

1. Wait at least 12 hours and then edit the manuscript on the screen. Most good writers edit best with their "ears"; try reading your text aloud and see if that helps you become a better critic. Save your work with a new version number.
2. Check the document electronically for spelling errors and use TimeOut Grammar to check for punctuation and other problems. Save your work with a new version number. Then print a draft of your document. If you printed from separate files, write the filename at the top of each printed "chapter".
3. Wait at least 12 more hours, then edit the printed output. No matter how many times you read your work on the screen, you will hold printed versions of your manuscript to a higher standard. Then make your edits in AppleWorks and print a final draft.
4. Again wait overnight and read your draft looking for lack of continuity and other errors. Save this draft as a backup copy that you hide away somewhere.
5. Print the completed document. You will want at least two final copies, but you can save wear and tear on your printer by photocopying your one good printout.

5. Switch to the second file and copy the contents of the clipboard to the beginning of the document.
6. Examine the printout for the last page number that you printed. Press Apple-O, enter a PN (Page Number) command, and start the file with the next page number.
7. Repeat steps #1-6 to insert a page numbering header or footer and to print the second portion of the document. Then repeat this sequence for each file.

UltraMacros and Ultra 4 owners can use the macro in *Figure 4* to automate the process.

How to Store Your Notes

Many authors keep notes to themselves as they work. These notes contain reminders of things to

confirm, the marker locations of the segments they finished, and other information they need to complete their work.

AppleWorks makes it easy to store those notes in separate sections at the beginning and end of each file. Just type a few dashes at the beginning and end of the file and use the space above and below those dashes to keep your notes (see *Figure 5*).

Then use the Find Command and AppleWorks' marker system to return to the right place in your document. Alternatively, you can type "xxx" before you issue an Apple-1 or Apple-9 to jump to your notes section. Then use the Find Command to locate "xxx" in your document and delete the three x's.

You can also use the macros in *Figure 6* to jump to the beginning or end-note areas and return to the right place in your manuscript.

Conclusion

In the end, you will give birth to a great stack of printed paper. Whether your product is published or ends up in the attic, you have prepared yourself with the organization and skills to improve the old project or make a good solid start on a new one. We wish you luck.

[Roy Barrows is a writer and developer of macro-based enhancements for AppleWorks.]

[Cathleen Merritt is the Director of NAUG and Editor of the AppleWorks Forum.]

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The New InWords: Better OCR for Your Apple II

by Ira M. Garvin

It is almost two years since WestCode shipped InWords 1.0, Alan Bird's program that brings optical character recognition to the Apple II. InWords lets you scan a document with a hand-held Quickie (or now a Lightning Scan) scanner; the program then creates an AppleWorks word processor file with the text of the document you scanned.

Whether or not you liked the first version of InWords depended on your expectations and the type of documents you scanned. Users who scanned newspaper and computer generated dot matrix output were generally unhappy with the accuracy of their scans. Those who scanned high quality printed documents and laser quality text reported accuracy rates as high as 96%, which satisfied many users. Others were unhappy because 96% accuracy left them with an average of almost two errors in every line of text they scanned.

In addition, InWords 1.0 would lock up when it encountered a horizontal line, figure, or blob of ink in a document. These errors and lockups were intolerable to many users (who subsequently abandoned the program).

However, many of us continued to use InWords and considered it a worthwhile product. And to its credit, WestCode provided hours of technical support for anyone who needed help trying to overcome these difficulties.

Now, after writing, testing, rewriting, and retesting, WestCode and Alan Bird released InWords 1.1. The new version is well worth the wait.

Figure 1: Comparative Accuracy of InWords 1.0 and 1.1

	<u>InWords 1.0</u>	<u>InWords 1.1</u>
<i>AppleWorks Forum</i>	96%	98%
Time Magazine	87%	97%
New York Times	83%	98%
Smithsonian	95%	98%
National Review	88%	97%
Laser Document	98%	99%

Tips for Better Results

Here are some suggestions to improve your success with InWords:

1. Set the density on the scanner so the characters are fully formed but do not touch on the screen.
2. Use the highest dpi setting that your memory will allow. [Ed: We use a setting of "4" (400 dpi) on our Quickie scanner.]
3. Add only fully formed and unbroken characters to your font table.
4. Newspapers are difficult to scan because of the poor quality of the printing and the narrow inter-word spacing that causes words to run together like this. Lower the density setting on your scanner for the best results. AppleWorks' spell checker will help you catch the errors, but it is impossible to get accurate scans from poor quality text. However, it still is better than typing an entire article.

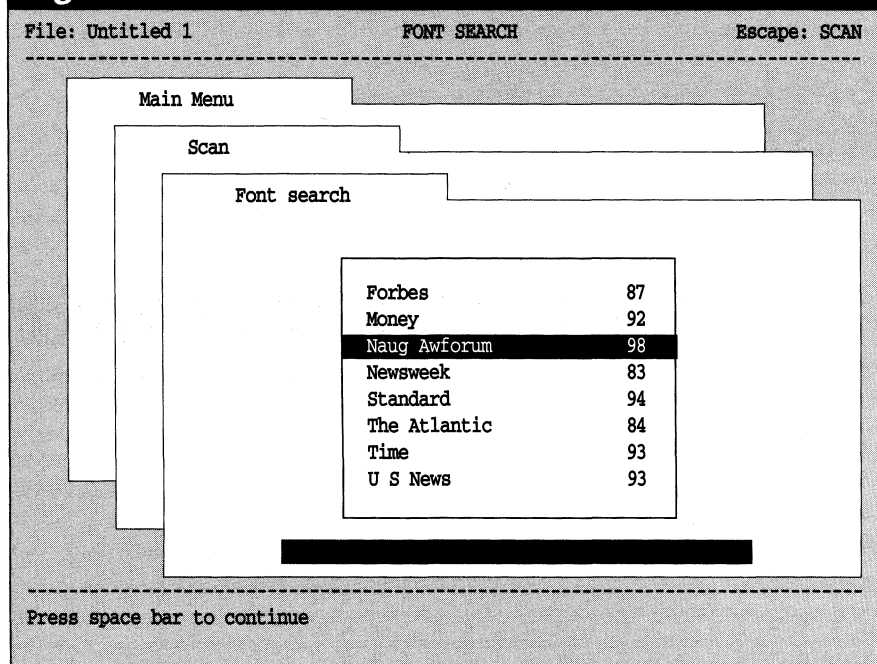
Overall Accuracy

InWords 1.1 is remarkably stable. I did more than 120 scans without experiencing a single lock-up.

Figure 2: The Impact of Context Sensitivity

	Context Sensitivity	Context Sensitivity
	Off	On
<i>AppleWorks Forum</i>	89%	98%
Time Magazine	88%	97%
Vanity Fair	91%	97%
Civil War Times	85%	98%
The Progressive	87%	98%
Laser Document	93%	99%

Figure 3: InWords Font Search



Operation was easy and trouble free.

And, as you can see from the data in *Figure 1*, InWords 1.1 is far more accurate than InWords 1.0. When you consider these figures, remember that improving from 96% to 98% accuracy means 50% fewer errors in your scans.

Changes in Version 1.1

Four new features contribute to InWords 1.1's enhanced accuracy.

Context Sensitive Letter Correction: Many of InWords 1.0's errors came from the program's inability to differentiate between numbers and look-alike letters. Specifically, InWords 1.0 had

difficulty differentiating between the numbers zero, one, five, eight, and nine and the letters O, l, S, B, and g respectively.

InWords 1.1 addresses this problem by looking at the surrounding text to determine if an ambiguous character is a letter or number. The process uses a sophisticated algorithm, which is particularly important when it encounters short words (such as "Bug", which contains two ambiguous characters and only one known letter).

Context sensitivity significantly improves the accuracy of your scans. *Figure 2* shows the increased accuracy provided by the program's context sensitivity.

You can turn off context sensitivity when you scan catalogs and other documents with mixed text and numbers.

Monospaced/Proportional Font

Sensitivity: InWords 1.1 lets you tell the program if you are working with a proportionally spaced or monospaced font. That results in accurate inter-letter and inter-word spacing in your documents.

Character Hints: InWords 1.1 uses "hints", small but unique differences between characters, to help it recognize the differences between otherwise hard to distinguish characters (such as "K" and "X"). You can turn this feature off for individual characters if InWords gets confused between letters such as "i" and "l". Then delete the two characters from the font table file and re-train them.

Font Search Capability: Both versions of InWords come pre-trained to recognize the fonts used in ten popular magazines and newsletters. You can use the pre-trained fonts without modification or can customize the font tables to recognize the fonts in your own documents.

InWords: Another Perspective

[Ed: The release of InWords 1.1 prompted an extended discussion of the product on NAUG's AppleWorks bulletin board, the Electronic Forum. Howard Katz, a long-time NAUG member and experienced AppleWorks user, reported some problems with the program, so we invited him to share his experiences with our members. Here are his comments about InWords.]

My initial experience with InWords 1.1 was different from Ira's. My research with fellow NAUG member Joe Walters confirmed that the differences were attributable to our hardware. Ira runs InWords on an Apple IIGS; I work on an Apple IIe equipped with a 3-megabyte RamWorks III card and an 8-megahertz Zip Chip accelerator.

InWords 1.1 could only recognize 659K of memory on my 3-megabyte system and would only analyze five to ten lines of scanned text before locking up my computer. My tests with Joe indicated that InWords 1.1 ran well on Apple IIGS systems, but

not on RamWorks II or RamWorks III-equipped Apple IIe's.

Some extended discussions with WestCode (which included lending WestCode my RamWorks card) got the company to accept these findings. That led to the release of InWords 1.1.1 which fixed these problems. I've been busily scanning since.

Unfortunately, my results on a IIe are not as good as those reported in the accompanying review. For example, I used the built-in fonts tables and a Scan:Align [Ed: a scanning alignment device similar to WestCode's Scan Tray] to scan text from the **AppleWorks Forum** and Newsweek. The program regularly skipped lines and truncated words. Repeating the recognition process with the same scan three times gave similar results, but with different lines skipped and words truncated.

These scans looked good on the screen. At its best, InWords 1.1.1 with context sensitivity turned on gave me 89% accuracy after doing

four re-recognitions of a single scan of a 436-word Newsweek article. The program had trouble differentiating between "i" and "l", "p" versus "P", and "P" versus "B".

My tests suggest that Apple IIe owners will be less satisfied with InWords than will owners of Apple IIGS systems. But even with the amount of editing needed to fill in the gaps and correct the mis-recognized characters, using InWords 1.1.1 is still faster than typing this material manually.

—Howard Katz

[Ed: Apple IIe owners should use version 1.1.1 of InWords; Apple IIGS owners can use either version 1.1 or 1.1.1. InWords displays its version number when you launch the program. Owners of Apple IIe systems who received version 1.1 should contact WestCode and request their free 1.1.1 upgrade.]

Using WestCode's Scan Tray

Alan Bird designed InWords to overcome the effects of uneven scans, so crooked and otherwise less-than-ideal scans induce surprisingly few errors in your work. However, users who do a lot of scanning should consider WestCode's "Scan Tray", a device that holds the scanner straight as you scan your documents.

I found using the Scan Tray easy and the device did speed up and improve my scans. Taken individually, improvements in the scan accuracy were small. But increases in accuracy from 96% to 97% results in almost 100 fewer errors in a 2,000 word document.

This is not an item that you need for an occasional scan with InWords. But users who regularly scan material will appreciate the increased speed and accuracy you get by using the \$39 Scan Tray, which you can buy directly from WestCode.

Of course, selecting the most appropriate set of pre-trained fonts enhances the accuracy of your scans and makes it easier to train the program for new fonts.

With InWords 1.0, selecting the best font table was a trial and error process. You tried your scan with one font table after another until you found the table that offered the best accuracy.

InWords 1.1 makes font table selection easy; the program can automatically check and report the relative accuracy of the scan with each of the font tables stored in your system (see Figure 3). The results indicate how successful you will be with the scan and whether or not you should train the program for your new fonts.

Pre-Trained Fonts for InWords

TableTrained is WestCode's collection of 20 additional font tables for InWords. The disk includes font tables for:

The AppleWorks Educator	USA Today
The Wall Street Journal	Smithsonian
Car and Driver	Consumer Reports
Discover	Entrepreneur
Field and Stream	Golf Digest
Home Office Computing	Inc.
inCider	Mens Health
Motor Trend	National Review
The New Yorker	Ski
II Alive	Readers Digest

Installing the tables is easy; you copy the files on the disk into the InWords folder on your hard drive or onto your InWords disk.

I tested 17 of the TableTrained font tables on their parent publications with exceptional results; I encountered only two errors in the 53 pages of text that I scanned.

TableTrained costs \$9.95 directly from WestCode and is a bargain if you need even one of the font tables in this collection.

Of course, selecting the best font table contributes significantly to the accuracy of your scans.

Other Features

The new version of InWords offers other features that enhance the program's utility. For example, the program now stores your Scan Menu settings with each font table and restores those settings when you load that table. You no longer need to reset your options each time you change fonts.

InWords 1.1 lets you turn off the sound and change how long the program will wait before "timing out" when you start your scan.

The new version of InWords makes it easier to enter unrecognized multiple characters in a document. Unlike InWords 1.0, which forced you to train the program for all unrecognized multiple characters, version 1.1 lets you enter multiple characters in a document without changing the font table.

Finally, you can force InWords 1.1 to display and highlight only the unknown characters; just set Continuous Recognition Display to "no" and the Font Training option to "yes". This speeds up font training and was not available under version 1.0.

Conclusions

InWords brings optical character recognition to your Apple II.

InWords 1.1 resolves the problems users experienced with the first edition of this program. Although the material you scan and your scanning techniques will affect your results, I find the new version of InWords to be stable and to result in accurate scans that save me time and effort when I create my AppleWorks documents.

I consider the program an excellent value and a "must" for anyone who wants to avoid typing long printed passages and articles in their documents. ■

[Ira M. Garvin is a Social Studies teacher at West Hempstead (New York) High School. He is Sherlock4 on America Online.]

[InWords 1.1.1 lists for \$129.95, and costs \$59.95 (plus \$3.50 s/h) from NAUG. Upgrades from InWords 1.0 cost \$5 directly from WestCode, 15050 Avenue of Science, Suite 112, San Diego, California 92128; (800) 448-4250; Fax: (619) 487-9255.]

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How to Address Envelopes Automatically

by Keith Johnson

Addressing envelopes with AppleWorks is easy, once you know the process. The procedure is to create an envelope template with the AppleWorks word processor and use the clipboard to transfer the recipient's name and address from your letter into the template. The article entitled "How to Print Envelopes with AppleWorks" published in the February 1989 issue of the *AppleWorks Forum* describes the step-by-step procedure.

This month's article presents a macro that automates the process.

This is a simple macro that you can customize for your own application. Some suggestions for changes appear later in this article. The macro works with both UltraMacros 3 and Ultra 4.

Assumptions

I created the macro for my own use, and I make the following assumptions:

1. I assume that you have an AppleWorks file called "Envelope" on the desktop when you launch the macro. That file contains the margin settings necessary to print on the envelope.
2. I assume that you use pre-printed envelopes that contain your return address. If not, you can expand the macro by inserting the keystrokes and commands that type your return address and re-set the margins. Or you can make the return address a permanent part of the envelope template. Then insert commands in the macro to place the cursor past these lines and in the correct position for the address. Insert those commands after the <rtn> in the third from the last line of the macro.
3. I assume that the recipient's name and address is in the first line of text that starts at the left margin in your letter. If you routinely put your return address, the date, or anything else at the left margin above the recipient's address, you have to change the macro to skip those lines. Just count how many lines you want to skip and insert that many <down> tokens in the line with the comment "Insert optional down commands here".

How to Use the Macro

Using the macro is easy. First, create and save one or more Envelope files that contain the formatting commands for your envelopes; you need an Envelope file on the desktop when you launch the macro. Then type the macro into your macro file, compile the file, and save it as your default macro set. [Ed.: *Step-by-step directions for adding the macro to your default macro set appear in the sidebar "How to Add a Macro" in the April 1993 issue of the AppleWorks Forum.*] Finally, insert an envelope in your printer, get the letter that contains the return address on your screen, and press <ba-e>. The macro will copy the address from the top of your letter, insert it into your envelope file, and print the envelope.

Tips and Suggestions

Most documents start with one or more formatting commands that you do not want to copy into your envelope. The macro skips those commands by searching for normal upper-case characters in the first column, starting at the top of the file. It reads the ASCII value of the character under the cursor and checks if it falls in the range 193 - 218, which

Figure 1: Macro that Addresses Envelopes

```

<ba-E>:<awp><
oa-1:                                { Jump to the beginning of the document.                }
                                     { Insert optional down commands here.                }
begin :                             { Loop that finds the beginning of the address.        }
a=peek #curschar:                   { Read the character under the cursor.          }
if a < 193 or a > 218:               { If it is not a normal upper case character... }
down:                               { ...go down one line...                      }
rpt:endif:                          { ...and repeat the loop.                      }
oa-C>T<down:down:down:down:rtn:    { Copy four lines to the clipboard.            }
oa-Q:                               { Display the Desktop Index.                  }
$0="Envelope":find:                 { Go to Envelope file.                        }
if z=0:                             { If the Envelope file is not on the desktop... }
msg " File not on Desktop! ":      { ...display this message...                  }
endmacro:endif:                    { ...and stop the macro.                      }
rtn:                                { If "Envelope" is on the desktop, choose that file. }
oa-1:oa-D:oa-9:rtn:                { Delete any current address.                  }
rtn:                                { Enter a blank line to "jiggle" the printer.    }
oa-M>F<                             { Enter the address from the clipboard.        }
oa-P:rtn:rtn:rtn>!                 { Print the address on the current printer.    }

```

indicates that it is an upper-case letter. You have to change this test if you do not use normal upper-case letters as the first character in your addresses. (A comment for advanced readers: AppleWorks stores the upper case ASCII characters in memory in the standard "low" ASCII range of 0 - 127 and stores the Mousetext characters in the range 128 - 255. However, UltraMacros interprets characters with "high" ASCII values in the range 128-255 as the normal "alphabetic" characters. It interprets characters with "low" ASCII values as Mousetext characters, which is exactly the opposite of what you might expect.)

The <rtn> on the third from the last line of the macro advances the printer one line before printing the address. That takes up any slack or misalignment in your printer; you can remove the <rtn> if you do not need it with your system.

I use two envelope files; one called "Envelope SF" for printing with TimeOut SuperFonts, the other called "Envelope IW" for normal printing. The macro finds the first file on the Desktop that begins with "Envelope", so the macro works with either file.

If you print your envelopes on a special printer, you should change the last line to something like "oa-P:rtn>x<rtn:rtn", where "x" is the number of the printer on your AppleWorks Printer Menu.

Conclusion

Although you will want to "tweak" this macro to suit your needs, preparing envelopes with AppleWorks is easy. Since you can buy a used dot matrix printer for less than \$100, anyone who writes many letters should consider using this macro and a second printer to prepare their envelopes.

[Keith Johnson is Associate Director of the Fleischmann Planetarium at the University of Nevada.]

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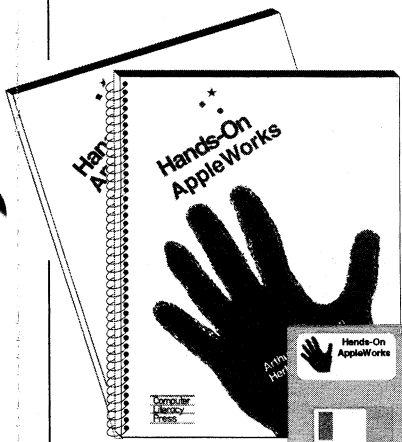
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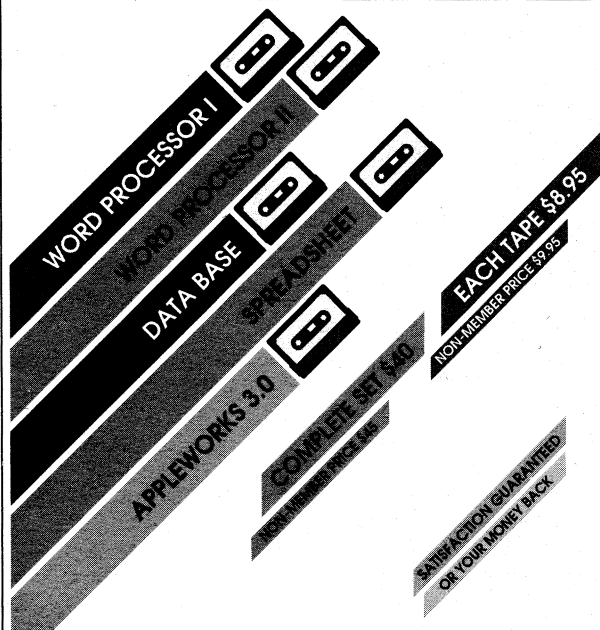


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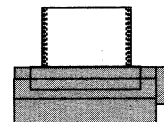
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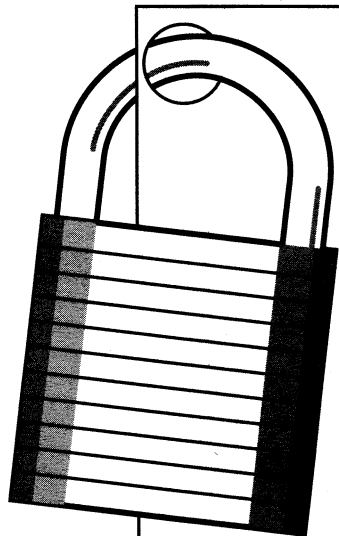


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A Stock Market Transaction Register

by Stan Hecker

*This month's AppleWorks 3.0 template can help you track the profits and losses for each stock in your portfolio. The template uses the logical and financial functions described in the September 1989 and January 1991 issues of the **AppleWorks Forum**. The author assumes that you know the basics of AppleWorks.*

Investing in equities can be difficult and confusing. But this month's template (see *Figure 1*) can help you make informed decisions about your investments. The template displays the annualized return on your investment and breaks down your gross returns into income (dividends), capital gains, and business expenses (brokerage fees). This is information that only a spreadsheet can provide with reasonable ease, speed, and accuracy.

The template lets you track a real or hypothetical position in a selected stock for periods ranging from three weeks to several years. That lets you see how brokerage fees impact earnings, how dividends build, and how stock splits affect your bottom line. The spreadsheet also demonstrates how to use some advanced AppleWorks 3.0 spreadsheet functions such as @IF, @ISERROR, @NA, @OR, and @IRR.

The Fine Print

But first, some disclaimers. Although I took reasonable care to assure its mathematical accuracy, the template's built-in assumptions may not fit every investment or investor. Take time to test the template to be sure it works properly and suits your needs before you use it to make financial decisions. Just as important, remember that the template does not address tax implications or calculate *taxable* capital gains.

Among its other limitations, the template restricts you to one transaction per week. If you buy 100 shares of ABC Corporation on Monday and 50

more shares on Friday, you can combine the transactions, roll the second purchase to the next week, or move the first purchase to the previous week. None of these methods that force daily transactions into a weekly format will have a significant effect on the spreadsheet's computational accuracy.

You will use a different spreadsheet for each company's stock, and you can keep as many as 12 different stock-tracking worksheets on your desktop. [Ed: Next month's article will describe how to combine a modest portfolio into a single file.]

The worksheet can grow quickly. The basic template described in this article requires only 3K of desktop memory but grows to about 15K when you expand it to track a stock for a whole year. A four-year worksheet can exceed the standard AppleWorks desktop, and a decade-long version challenges the limits of most floppy disks.

Understanding the Template

The left half of the template is a transaction register; the right-hand columns analyze the transactions. The "Results for Stock" section summarizes the data.

Column A numbers the weeks that you hold your investment. The template uses a formula to automatically generate a sequential number for each week.

Column B displays the total dollar value of each transaction. Enter money "out of your pocket" (like a stock purchase) as a negative number. Enter divi-

Figure 1: Sample Stock-tracking Worksheet

-----A-----B-----C-----D-----E-----F-----G-----H-----I-----J-----K-----L-----M-----N-----									
01	Brokerage rate on sale as decimal fraction----->				0.0%				
02									
03	STOCK-TRACK TEMPLATE		Use these to buy & sell;		If buy, type B				
04	Enter the 3-letter		also enter the price in		If sale, type S				
05	Ticker Symbol below		the current-week line.		If a split, type SP <----- WEEK-BY-WEEK DETAILS ----->				
06	RTK				If dividend, D				
07	TRANSACTION		NUMBER		PRICE		BROKERAGE		CAPITAL
08	AMOUNT		OF SHARES		PER SHARE		FEES		INVESTMENT
09	WEEK				TYPE				DIVIDEND
10									INCOME
11									INVESTMENT
12									CASHFLOW
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
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56									
57									
58									
59									
60									
61	----->				<----- End of Week-by-Week Details ----->				
62	52	\$2,133.50	-170.0	\$12.55	Final Selloff				
63									
64									
65					RESULTS FOR STOCK:		RTK	Dividend Income:	\$101.10
66								Capital Gains:	\$398.50
67					Internal Rate of Return:		19.8%	Fees (expenses)	\$206.45
68									

RESULTS FOR STOCK:	RTK	Dividend Income:	\$101.10
		Capital Gains:	\$398.50
Internal Rate of Return:	19.8%	Fees (expenses)	\$206.45

Figure 2: Stock Investment Layout

Figure 2A: Data Entry Area

```

File: STOCK.TEMPL          REVIEW/ADD/CHANGE          Escape: Main Menu
=====A=====B=====C=====D=====E=====
3|  STOCK-TRACK TEMPLATE | Use these to buy & sell; | If buy, type B
4|  Enter the 3-letter   | also enter the price in | If sale, type S
5|  Ticker Symbol below  | the current-week line.  | If a split, type SP
6|                        |                          | If dividend, D
7|                        |                          |
8|WEEK      TRANSACTION |      NUMBER      PRICE | TRANSACTION
9|          AMOUNT      |      OF SHARES   PER SHARE | TYPE
10| 1
11| 2
12|=====
13| 3          0.00      0.0          Final Selloff
14|=====
A19
Type entry or use ⌘ commands          128K Avail.
  
```

dends and stock sales as positive numbers.

Enter the number of shares you purchased or earned as a positive value in column C. Enter stock sales as a negative value.

Enter the price per share in column D.

Enter the “type” of calculation in column E. Instructions appear at the top of the column.

Column F contains brokerage fees, which the template calculates based on the data you enter. These fees are an expense; they are the cost of doing business.

Column G calculates your investment capital. If you buy a hundred shares at \$10 per share, and you write a check for \$1,080, it is easy to calculate how much capital you have at risk. But this column is helpful when the net check to you is \$600.14 if you sell 52 shares at \$12.41 per share. One press of Apple-K immediately calculates the capital repayment and brokerage fees.

Column H shows your dividend income.

Column I summarizes your cash flow. It reflects the contents of column B, but includes zeros and eliminates the dashed lines. That lets you use AppleWorks’ @IRR function to calculate the annualized rate of return for your irregular flow of cash. (See the sidebars entitled “@IRR and Column I” and “Understanding the Formulas” for more information about the @IRR function.)

The “Results for Stock” summary at the bottom of the template pro-

Figure 2B: Weekly Calculations

```

File: STOCK.TEMPL          REVIEW/ADD/CHANGE          Escape: Main Menu
=====F=====G=====H=====I=====
4|
5|<-----WEEK-BY-WEEK DETAILS----->
6|
7|      BROKERAGE      CAPITAL      DIVIDEND      INVESTMENT
8|      FEES          INVESTMENT    INCOME        CASHFLOW
9|
10|      $0.00          $0.00          $0.00          $0.00
11|      $0.00          $0.00          $0.00          $0.00
12|      $0.00          $0.00          $0.00          $0.00
13|
14|<-----End of Week-by-Week Details----->
15|
F2
Type entry or use ⌘ commands          128K Avail.
  
```

Figure 2C: Summary Calculations

```

File: STOCK.TEMPL          REVIEW/ADD/CHANGE          Escape: Main Menu
=====J=====K=====L=====M=====N=====
10|
11|
12|
13|
14|
15|
16|RESULTS FOR STOCK:      Dividend Income:      $0.00
17|                        Capital Gains:      $0.00
18|Internal Rate of Return:  NA Fees (expenses):      $0.00
19|
20|
J26
Type entry or use ⌘ commands          128K Avail.
  
```

My Favorite Template...

vides important information to help you evaluate your investment.

“Internal Rate of Return” is the total annualized return on your investment. It generates a figure that is equivalent to the “effective yield” on a bond or savings certificate.

“Dividend Income” is the total of the dividends you received for the stock.

“Capital Gains” is the increase in the value of your stock.

Finally, “Fees” summarizes how much you paid in brokerage commissions for the transactions.

Building the Template

Creating the basic template in *Figures 2a, 2b, and 2c* takes some patience. Follow these steps:

1. Create a new spreadsheet from scratch and name it STOCK.TEMPL. Be sure to save the template as you work.
2. Use the Apple-V command to set the recalculate order to “Columns”, the recalculate frequency to “Manual”, the value format to “Dollars” with two decimal places, and the label format to “Right justify”.
3. Use the Apple-L command to widen and narrow the columns to match the column widths listed in *Figure 3*. Remember that each column starts nine characters wide.
4. Use the Apple-L command to format the cells as suggested in *Figure 4*.
5. Enter the worksheet headings and other text as displayed in *Figures 2a, 2b, and 2c*.

Make the worksheet easier to read by typing vertical dividing lines at the beginning of cells C3 through C8 and at the end of cells D3 through D8. (I created the lines in cells C3 through C8 by typ-

@IRR and Column I

This template uses the @IRR function to examine a stock’s overall performance. @IRR requires a range of cells of precisely equal intervals to analyze the internal rate of return of your investment. That is the purpose of the cells in column I; each cell in that column represents one week in the range of weeks analyzed by @IRR. Column I contains zeros for all weeks that have no activity because @IRR requires numeric entries in every cell of the range it analyzes. If four weeks separate two transactions, the @IRR function will not work unless four lines of data appear between the two transactions in column I.

Figure 3: Column Widths

Column	Width (characters)	Column	Width (characters)
A	4	J	24
B	20	K	7
C	15	L	5
D	14	M	16
E	20	N	22
F - I	17	O	4

Figure 4: Cell Formats

Cell or Block	Format	Specifications
B3 through D5	Label	Left justify
B6	Label	Center
E1	Value	Percent, one decimal place
E7 through E13	Label	Center
A10 through A13	Value	Fixed, zero decimal places
C10 through C13	Value	Fixed, one decimal place
K18	Value	Percent, one decimal place

ing a quotation mark, two spaces, and then the vertical line character.)

Create the two-headed arrows spanning columns F through I in rows 5 and 14 by pressing Shift-” followed by Shift-< (the “less than” sign) followed by several hyphens. Then type “WEEK-BY-WEEK DETAILS” or “END OF WEEK-BY-WEEK DETAILS” between the strings of hyphens. Press Shift-> (the “greater than” sign) when you get to the end of column I.

Remember to press Shift-” to declare that the cell contains a label before you type characters such as the space, hyphen, greater than, or less than symbol.

6. Enter a “1” in cell A10 to indicate the first week of stock-tracking.

Figure 5: The Formulas

Cell	Formula
A11	1+A10
A13	@MAX(A10...A12)+1
B13	@SUM(C9...C12)*D13*(1-E1)
C13	@SUM(C9...C12)*-1
F10	@ABS(B10)-(C10*D10)
F11	@IF(@OR(E11="B",E11="S"),@ABS(@ABS(B11)-@ABS(C11*D11)),0)
F12	+B13-@ABS(C13*D13)
G10	-(C10*D10)
G11	@IF(E11="B",B11+F11,@IF(E11="S",B11-F11,0))
G12	+B13-F12
H11	@IF(E11="D",B11,0)
I10	+B10
I11	@IF(B11="",0,B11)
I12	+B13
K16	@IF(B6="", "", B6)
K18	@IF(@ISERROR(@IRR(I10...I12,.3/52)),@NA,@IRR(I10...I12,.3/52)*52)
N16	@SUM(H10...H12)
N17	@SUM(G10...G12)
N18	@SUM(F10...F12)

ating separate windows also lets you keep the bottom line in your financial template visible at all times. You can use the Apple-J command to jump between windows.

Follow these steps to display two spreadsheet windows and to freeze the column and row headings as "titles" on the screen:

1. Use the Arrow Keys to put cell J1 in the upper left-hand corner of the screen. Then move the cursor to cell J15.
2. Press Apple-W and create "Top and bottom" windows.
3. Press the Down-Arrow Key three times to display all three rows of the RESULTS... panel in the lower window.

7. Put the cursor in cell A12, type Shift-=", and enter equal signs in cells A12 through E12.
8. Enter the formulas listed in *Figure 5*. The sidebar entitled "Understanding the Formulas" explains most of the formulas.

Protecting the Template

Instead of protecting different sections of the worksheet, you should protect the complete worksheet and then lower the level of protection for the data entry cells. Follow these steps:

1. Put the cursor in cell A1, issue an Apple-L command, and protect the whole worksheet as a block. Allow "Nothing".
2. Use the Apple-L command to allow "Labels only" in cell B6, E10, E11, and E13.
3. Use the Apple-L command to allow "Values only" in the block of cells from cell B10 through D11 and in cells E1, B13, and D13.

Windows and Titles

AppleWorks lets you create windows and titles to help you navigate around a large spreadsheet. Cre-

4. Press Apple-J to jump to the upper window. Use the Arrow Keys to put cell A3 in the upper left-hand corner of the screen. Then move the cursor to cell B10.
5. Press Apple-T and create titles on both the left and top edges of the upper window. Your screen should look like the example in *Figure 6*. Now the column and row headings will remain visible when you scroll through the template.
6. Save your template. You can prevent inadvertent changes by locking the file with BASIC, TimeOut FileMaster, Copy II+, or with many other disk utility programs. [Ed: For step-by-step directions, see the article entitled "How to Lock Your Templates" in the May 1991 issue of the *AppleWorks Forum*.]

Expanding the Template

The basic template handles only three weeks' worth of transactions, but you can easily expand the worksheet to accommodate weekly trades, dividends, and stock splits for any period of time that you specify. Follow these steps:

My Favorite Template...

1. Press Apple-N and change the name of the template to Stock.X...X, where X...X represents the ticker symbol of the stock you want to track.

2. Put the cursor in cell A12. (The "Titles" setting will make column A appear twice on the screen, but AppleWorks only lets you put the cursor in the right-hand of the two copies of the column.)

You will add 49 rows to the template to accommodate a full year's worth of data. Press Apple-I, choose "Rows," and type "49" to add 49 more "weeks" to your worksheet. Ignore any warning messages about moving protected cells.

3. Now you will copy the formulas into the new rows. Follow these steps:

- Put the cursor in cell A11. Press Apple-C, choose "Within worksheet," and highlight columns A through I in row 11. Then press the Return Key.
- Press the Down Arrow Key once and then press the Period Key.
- Use the Arrow Keys to highlight all the rows from row 12 through row 60. Then press the Return Key.
- Press Apple-R once to respond "Relative" to all the "No change / Relative?" questions.

- Press Apple-K to recalculate the week numbers.
- Press Apple-J to jump to the bottom window. Adjust the contents of the window so the RESULTS... panel once again comes into view. Then save your work.

Using the Template

You will create a separate worksheet to track each stock in your portfolio. Follow these steps:

- If your broker charges a fee when you sell stock, enter the fee as a percentage in cell E1. Brokers have different fee structures, but you

Figure 6: Windows and Titles Set

```

File: STOCK.TEMPL                                REVIEW/ADD/CHANGE                                Escape: Main Menu
=====A=====B=====C=====D=====E=====
3|      STOCK-TRACK TEMPLATE | Use these to buy & sell; |   If buy, type B
4|      Enter the 3-letter   | also enter the price in |   If sale, type S
5|      Ticker Symbol below  | the current-week line.  |   If a split, type SP
6|                           |                           |   If dividend, D
7|                           |      NUMBER      PRICE |      TRANSACTION
8|WEEK      AMOUNT   |      OF SHARES   PER SHARE |      TYPE
9|
10|  1
11|  2
12|=====
13|  3              0.00              0.0              Final Selloff
14|
15|
16|

=====J=====K=====L=====M=====N=====
16|RESULTS FOR STOCK:      Dividend Income:      $0.00
17|                        Capital Gains:      $0.00
18|Internal Rate of Return:      NA      Fees (expenses):      $0.00

-----
B10: (Value, Layout-D2)

Type entry or use Ⓞ commands                                128K Avail.

```

will have to estimate your broker's fee as a percentage of selling price here. Enter the value as a decimal fraction; for example, .06 for 6%.

- Enter the stock's ticker symbol in cell B6.
- Enter the data for your real or imagined initial purchase in cell B10 through D10.
- As the weeks go by, expand the template by one row for each passing week. Of course, if you have three months of transaction history on the kitchen table, then you should expand the template to accommodate your data.

Conversely, if you have no activity on the stock for a month, and do not open the template in the interim, you should add four or five rows (depending on the month) before proceeding to the next step.

- Enter the stock's current price in the bottom row (cell D62 in Figure 1). Then press Apple-K to calculate your income, expenses, and return on investment. (The values in the RESULTS... panel are not correct until you enter a value in cell D62.)

The row below the dashed lines at the bottom left of the template always contains the data for the current week; you must continually update the value in the last cell of column D.

Understanding the Formulas

Here is a description of the formulas in the template:

A13: The @MAX function ensures that the week numbers increment accurately when you expand the worksheet. Ordinarily you can enter a formula such as +A1+1 into cell A2 and then copy the formula with relative cell references into the rest of the worksheet to create an unbroken sequence of values. However, the line of equal signs in row 12 interferes with this process. The @MAX formula tells AppleWorks to find the largest number within the expanded range and then add "1" to that number.

B13: The last line in the left half of the template summarizes your final sale of stock as either a real or an imaginary transaction (your last entry will usually be an imaginary transaction). The @SUM portion of the formula calculates the number of shares you hold this week. The template multiplies the number of shares by the current price from cell D13, yielding the gross proceeds if you sold the stock today.

The final part of the expression subtracts any brokerage fees. The formula multiplies the gross proceeds from the sale by one minus any fraction you entered in cell E1. If you entered .05 in cell E1, and gross receipts calculate to \$1,000, then you receive only \$950; the result of \$1000 times 0.95.

F10: This formula calculates the brokerage fee for your initial stock purchase. It subtracts the total cost of the stock you bought (computed by multiplying the purchase price [in cell D10] by the number of shares purchased [in cell C10]) from the cost of the total transaction (in cell B10). Your brokerage fee accounts for the differences between these two values.

F11: This formula calculates the brokerage fees for your remaining trans-

actions. It says, "If the transaction is either a buy or a sell, then it might entail a brokerage fee. If so, display the difference between the transaction amount (in cell B11) and the cost of the shares (the number of shares in cell C11 times the price-per-share in cell D11). If the transaction is neither a purchase nor a sale, display a zero."

F12: The final transaction in the template is always a sale of stock, whether imaginary or real. The brokerage fee is the difference between the gross proceeds (in cell B13) and the product of the number of shares (in cell C13) times the price-per-share (in cell D13).

G10: Since the first transaction is a purchase, your capital investment is always the number of shares times the price per share.

G11: This formula calculates the effect of each transaction on the amount of capital in your investment. The formula says: "If the transaction is a buy, then the gross payment in cell B11 is a negative number. Calculate the capital invested by adding the gross payment in cell B11 to the brokerage fee in cell F11, which is a positive number. That reduces the gross transaction to its capital component by effectively subtracting the amount you paid for brokerage fees.

"If the transaction is a sale, then the capital portion is the gross amount (in cell B11) minus the calculated brokerage fee.

"Finally, if the transaction is not a purchase or sale, then the transaction has no effect on your capital; the formula displays a zero."

G12: The final transaction in the template is always an imaginary or real sale, so the capital is always the gross receipt (in cell B13) minus any brokerage fees (in cell F12).

H11: If the transaction is a dividend, it is income. This formula displays

the dividend in this column.

I11: This column is the foundation for the @IRR cash-flow analysis in cell K18. If there is no transaction in a week or if the transaction is a money-free stock split, this column displays a zero; otherwise the cash you disburse or receive is displayed here from cell B11.

K16: This formula copies the stock ticker symbol from cell B6. If cell B6 is blank, the formula leaves cell K16 blank. The @IF statement is required because AppleWorks will display a zero in this cell if you try to transfer a label using a simple +B6 expression.

K18: This formula calculates the internal rate of return for your investment.

The @IRR function uses two variables: a cash flow range and an interest earnings rate "guesstimate". The formula in cell K18 references the range from cell I10 to I12 (or any expansion of that range which conserves its endpoints).

I arbitrarily chose an interest rate guess of 30% over 52 weeks, which I expressed as ".3/52". If your investment program is failing or soaring and you find AppleWorks' recalculation time increasing, you can use Apple-U to change the interest rate guess to .01/52 if your investments are under stress or to .6/52 if your stock is flourishing. The second "52" annualizes the rate by canceling out "weeks" as the unit of measure.

The complete formula starts by testing if @IRR generates an error message. If it does, the formula displays "NA". If the formula does not display "ERROR", it calculates the internal rate of return of the investment.

N16 - N18: The @SUM formulas in these cells display the totals of the brokerage, capital, and dividend columns (discussed above) in the results window.

Managing Different Transactions

Here are some guidelines to help you enter different transactions in your stock tracking worksheet:

Buying Stock: When you buy stock, enter the "Transaction Amount" as a negative number. Entering a negative value makes sense because the money flows out of your pocket when you buy a stock. Because shares flow into your portfolio, you enter the "Number of Shares" as a positive number. Type a "B" into the "Transaction Type" column. The one exception to this rule is the first transaction you make, which is usually a purchase, so you can type something like "Initial Purchase" in cell E10.

Remember to press Apple-K whenever you make a change to your worksheet to update its calculations.

Selling Stock: When you sell a stock, you enter the "Transaction Amount" as a positive number (money is flowing back into your pocket). Enter the number of shares sold as a negative number because

they are leaving your portfolio. Type an "S" into the "Transaction Type" column. Your last entry must be a sale, so you can type something like "Final Selloff" in cell E62.

The worksheet automatically calculates brokerage fees. The formulas in column F determine the brokerage fees by comparing the price-per-share multiplied by the number of shares to the total transaction amount.

To determine the performance of your stock to date, enter its current price in cell D13 (or the equivalent to cell D13 in an expanded template). This is like entering an "imaginary" final sale. But since you are not actually selling stock, the formula in cell B13 uses the brokerage rate from cell E1 to calculate the brokerage commission on the transaction. If your "final selloff" is real rather than imaginary, enter the amount of the transaction as the last entry (overwriting the formula, just below the dashed lines) in column B.

Always enter the price-per-share in column D as a positive number when you buy or sell a stock.

Stock Splits: In a stock split, you acquire stock without spending money or incurring brokerage fees. Leave the "Transaction Amount" blank and enter the number of new shares acquired as a positive value. In a two-for-one split, the number of new shares equals the number of unsold shares you held previously. It is informative, but not necessary, to enter "SP" in the "Transaction Type" column.

Dividends: When you earn dividends, money flows directly to you, without reducing the number of shares you own and without brokerage fees. Enter the dividend amount as a positive number in the "Transaction Amount" column. Enter a "D" in the "Transaction Type" to identify the transaction as taxable dividend income.

Printing Reports

Most printers can condense the width of this worksheet so it fits on two pages. Press Apple-O to access AppleWorks' Printer Options Menu and enter the following settings:

LM	=	1.0
TM	=	1.0
PH	=	No
CI	=	17
LI	=	8

Then print the report. AppleWorks will automatically segment the spreadsheet so it prints on two pages. Use a scissors or paper cutter to remove the left-hand margin from the second page, match the two halves of the worksheet, and tape or glue them together. Highlight the ticker symbol in cell B6 with a color marker to make it easier to identify the worksheet. Then fold the second half over the first so the final report is approximately 8.5-inches wide and the ticker symbol in cell B6 remains visible. Use a hole punch and store the report in a three-ring binder.

Conclusion

This month's template is an expandable stock transaction register which tracks your investments in a single company's stock. The template's modular approach makes it convenient for casual and avid investors alike. Next month, I will describe a way to expand this basic worksheet to handle up to eight stocks for periods of up to 18 years. We will be pushing your Apple II to its limits, so hang on for the ride.

[Stan Hecker is on the administrative staff at Michigan State University, East Lansing, Michigan, and is a partner in H&H Consulting, a Michigan concern specializing in school district financing and population analyses.]

[Ed: A working copy of this template appears on this month's NAUG on Disk, which costs \$10 from NAUG. NAUG on Disk requires a 3.5-inch disk drive; the template requires AppleWorks 3.0. Back issues of the AppleWorks Forum cost \$4 per issue postpaid from NAUG.]

Late News for AppleWorks Users

A+/inCider

A+/inCider, the longest-running magazine for Apple II computers, published its last issue this summer. IDG, the publishers of A+/inCider, announced that subscribers will receive either a subscription to II Alive, the new Apple II magazine published by Quality Computers, or a refund.

Early this summer, the A+/inCider staff produced MacComputing, a glossy magazine designed for school and home users of Macintosh computers. In late July, IDG cancelled plans for future issues of MacComputing and laid off the staff.

We will miss the monthly issues of A+/inCider. The editorial staff was dedicated to helping its readers learn about their Apple II systems and software. We wish the best of luck to Quality Computers with their bi-monthly publication of II Alive.

Electronic Forum Upgrade

NAUG recently upgraded the Electronic Forum, NAUG's multi-line AppleWorks bulletin board system. Among the upgrades was the installation of a new, faster host computer and purchase of a second high speed (v.32bis-compliant) 9600 baud modem. Owners of 9600 baud and MNP-compliant modems should call the board at (615) 359-8140. All others should call (615) 359-8238. Automated searching equipment will find the next available telephone line when you call either of these numbers.

Shareware Solutions II

Joe Kohn, a former Contributing Editor to A+/inCider, recently shipped the first issue of Shareware Solutions II, a bi-monthly newsletter filled with information about public domain, free-ware, and shareware software for your Apple II. Shareware Solutions II also includes Apple II news, hints, tips, special offers, and general information of interest to hobbyists and educators.

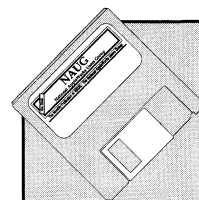
A 12-issue subscription to Shareware Solutions II costs \$25 for delivery within North America. Subscribers living outside North America pay \$40, which includes airmail delivery. Send a check or

money order in U.S. funds with your order; Mr. Kohn does not accept credit cards or purchase orders. [Joe Kohn, 166 Alpine Street, San Rafael, California 94901.]

Telephone Directory

NAUG members will appreciate NAUG's new Vendor Service Telephone Number Directory. This 9-page list includes the telephone numbers for almost 600 computer and software manufacturers and suppliers. Most useful are the technical support telephone numbers and the 500 toll-free numbers on the list.

For a copy, send \$1 and a self-addressed, business size envelope with 52 cents postage to "Telephone Directory" at the NAUG address. International members; send \$3; we will supply the necessary envelope and postage. [NAUG, Box 87453, Canton, Michigan 48187; (313) 454-1115; Fax: (313) 454-1965.]



NAUG on Disk

A monthly disk that saves you time and makes you more productive with AppleWorks. Each issue of NAUG on Disk includes:

- An electronic copy of the *AppleWorks Forum*.
- Working copies of all macros and patches.
- Working versions of all templates.
- An update to the Electronic Index.
- Public domain templates, utilities, and programs.
- Unpublished articles.

10 month subscription: \$90

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For a table of contents, send a SASE to:

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Prices are in U.S. Dollars. International orders by credit card only, international airmail postage additional. NAUG on Disk requires AppleWorks running on an Apple II or compatible equipped with a 3.5-inch disk drive. Many templates and macros require AppleWorks 3.0.

How to Import ClarisWorks Spreadsheet Files into AppleWorks

by Nanette Luoma

This is the final article in a three-part series that describes how to import ClarisWorks files into AppleWorks. This month's article describes how to import ClarisWorks spreadsheet documents. Knowledgeable AppleWorks users can generalize these procedures to import files from Microsoft Works, GreatWorks, and other applications. The author assumes that you know the basics of ClarisWorks and AppleWorks.

Last month you learned how to import ClarisWorks data base documents into AppleWorks. Using the Claris' XTND translators and some work-arounds, you were able to convert the ClarisWorks data base into a format that AppleWorks could read. Then you "cleaned up" the file to produce the final AppleWorks data base.

Unfortunately, transferring ClarisWorks spreadsheet documents is more difficult because ClarisWorks does not include AppleWorks-specific translators for spreadsheet files. As a result, you cannot transfer the ClarisWorks formulas or cell formatting information into AppleWorks. You must re-enter all multi-column labels and formulas and must re-format the cells after you transfer the data. Thus, you will have to reconstruct even the simplest ClarisWorks spreadsheet that you transfer into AppleWorks.

In addition, ClarisWorks' spreadsheet module offers more functions than AppleWorks. If you use those functions, you will have to re-design your AppleWorks template so it can perform those operations.

This article describes how to create a "template" that can save you time and confusion when you make these transfers.

Converting Spreadsheet Files

You can use either of two methods for your transfer:

DIF Files: You can save the ClarisWorks template in a DIF file and use the DIF file to create a new

AppleWorks spreadsheet. Although DIF transfers are easy, AppleWorks only imports the labels, numeric entries, and calculated values. The DIF files transfer the *results* of the calculations, not the formulas, which you must re-enter manually.

Text Files: You can save the ClarisWorks template in an ASCII text file and use that file to create a new AppleWorks spreadsheet.

Use Text Files

I use text files for my transfers because the imported text file contains your ClarisWorks formulas. Apple-

Works treats these formulas as labels, so you must re-enter every formula, but having the original formula on the screen makes the process easier.

Follow these steps to use a Text file to transfer a ClarisWorks spreadsheet into AppleWorks:

1. Print a copy of the ClarisWorks template. You will use this printout later when you reconstruct the template in AppleWorks.
2. Print a copy of the template with the formulas showing. To do that, choose "Display" from ClarisWorks' Options Menu, indicate that you want to display "Formulas", and click on "OK". Then change the column widths to accommodate the longest formula and print the template (see *Figure 1*).

“Here are the tips you need to import your ClarisWorks spreadsheets.”

Figure 1: SS with Formulas Showing

Amortization Spreadsheet (SS)				
B8	x	✓	10000	
	A		B	C
				D
1				
2				
3			Amortization Table	
4				
5				
6				
7	Type of Loan		Short-term Loan	
8	Loan Amount		\$10000.00	
9	Interest Rate		10.00% (Enter Yearly Interest Rate as a decimal)	
10	Loan Term		12 months	
11	Monthly Payment		=B8*(B9/12)/(1-(1/(1+(B9/12))^B10))	
12				
13	Month		Interest	Principal
14				Resid. Balance
15				
16		1	=B8*(B9/12)*D15	=B8
17	=A16+1		=B8*(B9/12)*D16	=B11-B16
18	=A17+1		=B8*(B9/12)*D17	=B11-B17
19	=A18+1		=B8*(B9/12)*D18	=B11-B18
20	=A19+1		=B8*(B9/12)*D19	=B11-B19
21	=A20+1		=B8*(B9/12)*D20	=B11-B20
22	=A21+1		=B8*(B9/12)*D21	=B11-B21
23				
24				
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100				

Figure 2: The Select All Cells Box

Option-Click here to select all the cells with data.

B8		x	10000
A	B		
1			
2			

Figure 3: SS Data in a WP Document

Amortization Table

Type of Loan Short-term Loan
 Loan Amount 10000
 Interest Rate 0.1 (Enter Yearly Interest Rate as a decimal. Enter 12% as .12.)
 Loan Term 12 months
 Monthly Payment =B8*(B9/12)/(1-(1/(1+(B9/12))^B10))

Month	Interest	Principal	Resid. Balance
1	=B8*(B9/12)*D15	=B11-B16	=D15-C16
=A16+1	=B8*(B9/12)*D16	=B11-B17	=D16-C17
=A17+1	=B8*(B9/12)*D17	=B11-B18	=D17-C18
=A18+1	=B8*(B9/12)*D18	=B11-B19	=D18-C19
=A19+1	=B8*(B9/12)*D19	=B11-B20	=D19-C20
=A20+1	=B8*(B9/12)*D20	=B11-B21	=D20-C21
=A21+1	=B8*(B9/12)*D21	=B11-B22	=D21-C22
=A22+1	=B8*(B9/12)*D22	=B11-B23	=D22-C23
=A23+1	=B8*(B9/12)*D23	=B11-B24	=D23-C24

Next, you will transfer the contents of the template into a ClarisWorks word processor document that you will use to create the text file. That will preserve the formulas. Follow these steps:

3. Hold down the Option Key and click on the Select All Cells Box to the left of the Column A header (see *Figure 2*). That will select all the cells that contain data. Press ⌘-C to copy these cells to the clipboard.
4. Create a new word processor document and press ⌘-V to paste the contents of the clipboard into the document (see *Figure 3*). Do not worry about the format of the document on your screen.
5. Choose "Save As" from the File Menu (or press Shift- ⌘-S), choose "Text" from the Save As scroll down menu, and enter a name for the file. Include a ".TXT" suffix to help you remember the purpose of the file. (I will assume that you saved your file as SS.TXT.) Then click on the Save Button and quit ClarisWorks.
6. Use Apple File Exchange to copy the SS.TXT file onto a ProDOS disk. The step-by-step directions appear in Stage Three in the first article in this series. [Ed: See page 24 of the June/July issue of the *AppleWorks Forum*.]

AppleWorks will not let you create spreadsheets from text files, so you will use the file to create an AppleWorks data base and then transfer the data into a spreadsheet. Continue as follows:

7. Launch AppleWorks 3.0, select "Add files to the desktop", and indicate that you want to create a new data base file from a text file. Navigate to the file "SS.TXT" on the ProDOS disk and press the Return Key three times to load the file onto the AppleWorks desktop.
8. AppleWorks will display your data in multiple record layout (see *Figure 4*). Press Apple-C and copy all the records to the clipboard.

General Interest...

9. Return to the Main Menu and create a new spreadsheet from scratch. Assign any name you want to the file.
10. Copy all the data from the clipboard into cell A1. Your screen will look like the example in *Figure 5*.

Finishing the Template

As you can see from *Figure 5*, AppleWorks imports your formulas as labels, not as values. Follow these steps to restore the formulas:

11. Put the cursor in the first cell that contains a formula, type the formula in AppleWorks syntax, and press the Return Key. Repeat this process for every cell that contains a formula. You can use AppleWorks' Copy Command to copy the formula into adjacent cells.
12. Put the cursor in cell A1 and use the Find command to search for "=". This will find any formulas you missed in step #11.
13. Change the column widths to the widths you want in the template.
14. Move the cursor to a cell that contains the beginning of a multi-column label. The complete label will appear in the Cell Contents Line at the bottom of the screen. Retype the label and press the Return Key. Repeat this process for every multi-column label.
15. Go through the template and use the Apple-L command to set the correct cell formats. Then use Apple-L to protect the cells that were locked under ClarisWorks.
16. Save your work.

Although this process is time consuming, your transferred file and printed output will guide you through your work.

Figure 4: Text File Imported into AW DB

```

File: SS.TXT                                REVIEW/ADD/CHANGE                                Escape: Main Menu

Selection: All records

Category 01      Category 02      Category 03      Category 04      Category 05
=====
-                -                -                -                -
-                -                -                -                -
-                Amortization Ta -        -                -                -
-                -                -                -                -
-                -                -                -                -
-                -                -                -                -
Type of Loan     Short-term Loan -        -                -                -
Loan Amount      10000                -                -                -
Interest Rate    0.1                (Enter Yearly I -        -                -
Loan Term        12                months           -                -                -
Monthly Payment  =B8*(B9/12)/(1- -        -                -                -
-                -                -                -                -
Month            Interest      Principal      Resid. Balance -
-                -                -                -                -
-                -                -                =B8              -
-----
Type entry or use Ⓞ commands                                210K Avail.

```

Figure 5: DB File Imported into SS

```

File: LOAN CALCULATOR          REVIEW/ADD/CHANGE          Escape: Main Menu
=====A=====B=====C=====D=====E=====F=====G=====H=====
1|
2|
3|          Amortizat
4|
5|
6|
7|Type of LShort-ter
8|Loan Amou      10000
9|Interest        .1(Enter Ye
10|Loan Term      12 months
11|Monthly P=B8*(B9/1
12|
13|Month      Interest PrincipalResid. Ba
14|
15|                                =B8
16|          1=(B9/12)*=(B11-B16=(D15-C16
17|=A16+1      =(B9/12)*=(B11-B17=(D16-C17
18|=A17+1      =(B9/12)*=(B11-B18=(D17-C18

-----
B11: (Label) =B8*(B9/12)/(1-(1/(1+(B9/12))^B10))

Type entry or use ⌘ commands          126K Avail.

```

Conclusion

Importing ClarisWorks spreadsheet files into AppleWorks is not easy or automatic, and the need to re-enter your formulas is tedious. But the process is certainly "do-able" when you need to transfer data between platforms.

[Nanette Luoma is NAUG's graphic designer and layout specialist.]

Apple IIGs Games in the NAUG Library

Classic Games Disk

NAUG's new Classic Games disk contains eight of the most popular games ever created for the Apple IIGs. All are thinking games; no shoot-'em-ups or aggressive games in this collection. The Classic Games Disk includes the following:

Life: Joe Jaworski's biological simulation based on an article that appeared in Scientific American. You try to create a set of cells that can flourish in an environment controlled by four decision rules described in the accompanying documentation.

Four in a Row: Line up four pieces in a row in this difficult strategy game, while your computer competes against you. Are you smarter than this program? By Bill Fortenberry.

Brick Out: An Apple IIGs adaptation of this classic Atari game. Hit the ball with the paddle and destroy the bricks without letting the ball reach the floor. By Jim Mensch.

Bounce It: This is Brick Out adorned with startling colors and appropriate sounds. By John Tierney. Shareware: You send the author \$10 if you use the program after getting this disk from NAUG.

Backgammon: Here's an excellent way to learn and practice backgammon. Includes complete documentation to help you get started. By P.C. Doto.

Superlathe: Set up a wood lathe and see a three dimensional picture of your product. By George Grant.

Towers of Hanoi 2.0: Here is a computerized version of the old three-tower puzzle. Move all the pieces from the first to the third tower, but always keep the smaller pieces on top. By Bill Fortenberry.

Yahtzee: Roll the dice and count your points. Try to match the different combinations required by the game. Includes complete directions. By David Buell.

Orbizone Disk

This is a high level game of asteroids that lets you create and edit your own shapes. Orbizone supports stereo output and offers exceptional graphics. Requires a joystick. By B. Greenstone and D. Triplett.

Pirate Disk

Try to eliminate all the pirates in this sophisticated Pac Man-like game. Attractive graphics and sound. Requires a joystick. By B. Greenstone and D. Triplett.

How to Get Disks

These games come on 3.5-inch disks and require an Apple IIGs computer running System 5.0.4 or later. Each disk costs \$6, plus \$2 s/h *per order*. Order from: Public Domain Library, NAUG, Box 87453, Canton, MI 48187; (313) 454-1115; Fax: (313) 454-1965. NAUG accepts Visa and MasterCard.

All NAUG disks (except system disks provided by Apple Computer) are also available for downloading from NAUG's electronic bulletin board (the Electronic Forum), and from the NAUG areas on CompuServe, America Online, and GENie.

Apple II Public Domain

Request **FREE** catalog or send \$2 for demo disk and catalog (refundable). Categories include **Education, Utilities, Games, Business, Print Shop Graphics, Shareware, Eamon** and more. Buy as low as 80¢ per disk. A \$20 order gets 4 free disks of your choice and a \$30 order gets an even bigger surprise!

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James T. Clark, 570 Van Allen S.E., Wyoming, Michigan 49548; (616) 243-8361. Call after 1 pm.

John R. Engberg, 13200 Idlewild Drive, Bowie, Maryland 20715; (301) 262-9347. Call evenings and weekends.

Gary Hayman, 8255 Canning Terrace, Greenbelt, Maryland 20770, (301) 345-3230.

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Rod Johnson, RR 2 Box 2443, Shohola, Pennsylvania 18458; (717) 296-7844.

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Wendell Stream, 809 Maple Avenue, Woodward, Iowa 50276; (515) 438-4142.

E. E. Wilson, Route 4 Box 853, Denison, Texas 75020; (903) 463-4182.

We invite you to get to know your NAUG colleagues by volunteering for this program. Please write to: Seniors Helping Seniors, NAUG, Box 87453, Canton, Michigan 48187.

Corrections

Corrections to the AppleWorks Forum

Please make the following corrections to last month's issue of the *AppleWorks Forum*:

Page 11, Step #11: "Above" and "below" in the instructions refer to the placement of these rows on the screen, not to the row numbers. Respond "No change" when the row number is less than 20; respond "Relative" when the row number is greater than 20.

Page 12, Step #2: Change this step to read: "Use the Apple-L command to allow 'Values Only' in cells E4 through E6, and cells E10, E11, and E13."

Page 29: Add the following to the list of Apple II Mail Order Dealers:

Creative Solutions

Discount Hardware, Software, and Repairs

Box 340850

Beavercreek, Ohio 45434

(513) 429-5759

Creative Solutions offers NAUG members a 10% discount on their first repair order.

Western Design Center

Processors

2166 E. Brown Road

Mesa, Arizona 85213

(602) 962-4545

Fax: (602) 835-6442

C V Technology

Memory Cards and Interface Cards

1800 E. Whipp Road #200

Kettering, Ohio 45440

(513) 435-5743

Fax: (513) 435-9554

Page 29: Change the telephone number for **Altech Electronics** to (800) 995-7773.

Page 30: Change the address for **Impact** to 10435 Burnet Road, Suite 114, Austin, Texas 78758.

Page 30: Change the address and telephone numbers for **MECC** to 6160 Summit Drive North, Minneapolis, Minnesota 55430; (800) 685-6322; Tech. Support: (612) 569-1500; Fax: (612) 569-1551.

Page 31: Change the telephone number for **Seven Hills** to (904) 575-0566.

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² U.S. Price. Foreign orders by credit card only.

³ Payment must accompany all purchase orders.

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Electronic Index Update

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